



Planning Division Conditional Use Permit/ Minor Conditional Use Permit Checklist

Community Development Department ~ 21810 Copley Drive ~ Diamond Bar, CA 91765 ~ (909) 839-7030 ~ www.DiamondBarCA.gov

Minor Conditional Use Permit (DBMC Section 22.56.020)

An application for a Minor Conditional Use Permit may be filed for the following activities in addition to Article II (Zoning Districts and Allowable Land Uses):

Exterior expansion of an existing use that does not change the occupancy or primary use, expand the interior floor area, or alter the original intent of the project or site.

Expansion of a nonconforming structure.

Events such as arts and crafts exhibits, farmer's markets, and flea markets that are held at the same location on a semi-regular basis.

Minor maintenance and repairs to a nonconforming structure that exceed 25% of the appraised/replacement value of the structure.

Major repairs to a nonconforming structure that exceeds 50% of appraised/replacement value of the structure.

A temporary enclosed storage that is not related to a construction project.

A temporary structure such as a classroom or office used as an accessory use or as the first phase of a development project.

Conditional Use Permit (DBMC Section 22.58.020)

An application for a Conditional Use Permit may be filed for specific land uses that are listed in Article II (Zoning Districts and Allowable Land Uses) as requiring a Conditional Use Permit.

Application, Processing, and Review

A Conditional Use Permit and Minor Conditional Use Permit application that require the approval of a other discretionary permit (e.g., Development Review, Variance, etc.) shall be acted upon concurrently. The discretionary permit and the final determination shall be made by the highest level of review authority. The review authority may approve, or approve with conditions, the permit based upon the Findings and Decision.

Section 1: Application Filing Requirements

1. Application Form Parts 1 and 2.
2. Burden of Proof Form, with detailed answers.
3. Development Summary Table.
4. Commercial Multi-Tenant Initial Parking Study Table (if applicable).
5. Request Applied For: Describe the proposed request/project/type of business in detail/what premises will be used; and what will be done on or with the property in the way of improvements.

6. Plans Required: Detailed site plan and floor plan. See Sections 3 and 4 for plan preparation guidelines and contents of development plans (elevations, roof plan, landscape plans, grading plan if applicable).
 - a. **Conditional Use Permit**
 - 2 full size copies folded no larger than 9" x 14", 1 reduced copy (11" x 17"), and 1 digital (e.g. PDF) copy on a flash drive or CD, at initial application submittal.
 - 2 full size copies folded no larger than 9" x 14", 20 reduced copies (11" x 17"), and 1 digital (e.g. PDF) copy on a flash drive or CD, at request of the planner.
 - b. **Minor Conditional Use Permit**
 - 2 full size copies folded no larger than 9" x 14", 1 reduced copy (11" x 17"), and 1 digital (e.g. PDF) copy on a flash drive or CD, at initial application submittal.
 - 2 full size copies folded no larger than 9" x 14", 20 reduced copies (11" x 17"), and 1 digital (e.g. PDF) copy on a flash drive or CD, at request of the planner.
7. Photographs of project site.
8. Copies of any and all CC&R's applicable to the development or use of the land.
9. Surrounding Property Ownership Map and List: Submit one copy of a map (1 inch=100 feet) showing the location of all property included in the request within a 500, 700, or 1,000 foot radius depending on the project size and location. Provide completed ownership list, certified to be correct by affidavit, and two separate sets of self adhesive address labels indicating surrounding property owner's names and addresses from the latest assessment roll (types). All labels shall be cross-referenced by number to property ownership map and list.
10. One copy of a title report that is less than 30 days old or lease agreement.

Section 2: Filing Fees

Diamond Bar Municipal Code Section 22.44.040 requires an application fee to be submitted with this application. Application fee is either a flat fee or a deposit plus payment of the City's processing costs computed on an hourly basis. The applicable fee or deposit amount for this application is listed on the current fee schedule. If it is a deposit, the applicant shall pay any processing costs that exceed the amount of the deposit prior to issuance of the permit; if processing costs are less than the deposit, a refund will be paid.

Section 3: Plan Preparation Guidelines—Plans not conforming to these guidelines will not be accepted for processing

1. All plans shall be drawn on uniform sheets of 24"x36" or 30"x42".
2. The site plan shall be drawn to an engineering scale of 1"=20', 1"=30', 1"=40' and shall not exceed 1"=50'. Grading plan scales shall not exceed 1"=40'.
3. All required plans shall be collated and stapled together into sets and shall be folded to the size of 9" x 17".
4. All plans shall be clear, legible, and accurately scaled.
5. All plans shall be clearly labeled with the title of each sheet and the type of application.
6. All site plans shall contain a north arrow, preferably oriented to the top of the sheet, and a legend identifying any symbols.
7. A one-sheet index map shall be provided when a plan cannot contain the entire project on one sheet.
8. Existing versus proposed improvements shall be clearly identified. Existing features/improvements should be shown by short dashes or lightly shaded. Future improvements should be shown by long dashes.

Section 4: Contents of Development Plans—The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

A. Detailed Site Plan—The plan shall include the following:

Name, address, and phone number of the applicant and the author of the plan.

Property lines and lot dimensions.

Indicate street names, width, and distance to face of curb and nearest cross street.

Dimensioned locations of:

Setbacks (minimum) from all buildings to front, side, and rear property lines.

Street dedications and improvements (existing and proposed), including overhead utilities.

Access, both vehicular and pedestrian, showing service areas and points of ingress and egress.

Off-street parking and loading or outdoor storage areas showing location, number, and typical dimension of spaces and wheel stop location (where used).

All street improvements and driveways on adjacent and across-the-street-properties within 100 feet of the site.

Internal circulation pattern both vehicular and pedestrian. Show truck turning radii where applicable.

Distances between building and/or structures.

Building and accessory structure locations, including pavement/sidewalks, trellises, light standards, trash enclosures, transformers and monument signs, including dimensioned setbacks (front, rear, and sides).

Location, height and materials of walls and fences.

B. Floor Plans:

Include all floors, and label use of each room.

Dimensions of all exterior walls, doors, windows and room sizes.

C. Elevations (If applicable):

Label and identify architectural style.

Illustrative elevations of all sides of all buildings and structures. “Illustrative” building elevations mean drawn with shadows to give depth with people, cars, or trees for scale. Do not cover the elevation with trees, cars, or people—place them behind or on the side.

Conceptual sign program (location, size, type) for commercial project.

Illustrative elevations of all walls and/or fences.

Illustrative cross sections and enlargements of architectural elements or details as needed.

All exterior building materials shall be clearly labeled on each sheet of elevations.

Dimension the height of the highest wall and/or roof element and the height of any architectural features such as towers or cupolas, etc.

Natural areas to be preserved (undisturbed—no grading).

Retaining walls—top and footing elevations.

D. Roof Plans (If applicable):

Indicate roof pitch and slope.

E. Phasing Plan (If applicable): If phasing is to occur, a plan should indicate the limits of each phase.

Identify measures on plans to address Low Impact Development (LID) requirements.

Section 5: Additional Submittal Requirements

THE SUBMITTED MATERIALS DO NOT CONSTITUTE A COMPLETE FILING OR AN ACCEPTANCE BY THE CITY. Within 30 days from the date noted on the fee receipt, the applicant or the agent will be mailed a statement notifying him/her if additional materials or information are needed.

Additional environmental material/data may be required based upon further review of the proposed project and the completion of Initial Study Part II by staff. The applicant will be notified of the required additional information, studies, reports, etc. Questions regarding the Initial Study should be directed to the Diamond Bar Planning Division.

Additional information may be requested by the Planning Division in order to complete the processing of this application such as but not limited to the following:

- | | |
|-------------------------------|---------------|
| Arborist Report (Trees) | Noise Study |
| Biological Study | Parking Study |
| Drainage Report | Soils Report |
| Geologic/ Geotechnical Report | Traffic Study |
| Master Plan | |

Posting of the Site: It is required that the project site be posted with a display board measuring six feet in height and four feet in width. The applicant is responsible for the preparation, installation, and maintenance of the board. The Planning Division staff will provide the applicant with a copy of the legal notice to post on the display board.



Planning Division Application Form Part 1

Community Development Department ~ 21810 Copley Drive ~ Diamond Bar, CA 91765 ~ (909) 839-7030 ~ www.DiamondBarCA.gov

GENERAL REQUIREMENTS (Print or Type)

| | |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Name of Proposed Project: | Case # _____ FPL # _____ Deposit /Fee _____ Receipt # _____ Date _____ By _____ |
| Location of Project: | |
| Legal Description of Project (Assessor's Parcel No.): | |
| Applicant's Name: | Phone Number: _____ Fax Number: _____ |
| Address: _____ | |
| Legal Owner's Name (if different from above): | Phone Number: _____ |
| Address: _____ | |

Diamond Bar Municipal Code Section 22.44.040 states an application fee must accompany this application. The application fee is either a flat fee or a deposit plus payment of the City's processing costs computed on an hourly basis. If it is a deposit, the applicant shall pay any processing costs that exceed the amount of the deposit prior to issuance of the permit; if processing costs are less than the deposit, a refund will be paid.

Type of Review Requested (Please Check All Applicable Boxes)

| | | |
|----------------------------|------------------------------|------------------|
| Administrative Review | General Plan Amendment | Subdivision |
| Annexation | Minor Conditional Use Permit | Tree Permit |
| Comprehensive Sign Program | Minor Variance | Variance |
| Conditional Use Permit | Planned Unit Development | Zone Change |
| Development Review | Plot Plan | Zoning Clearance |
| Development Agreement | Preliminary Review | Other: _____ |
| Development Code Amendment | Specific Plan Amendment | |

Project Description

Detailed Description of Proposed Project (Attach Additional Sheets if Necessary)

Owner Certification

I certify that I am presently the legal owner of the above-described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct. (If the undersigned is different from the legal property owner, a letter of authorization must accompany the form.)

| Owner | | Applicant | |
|-----------------------|------------|-----------------------|------------|
| Date: | Signature: | Date: | Signature: |
| Print Name and Title: | | Print Name and Title: | |



Planning Division Application Form Part 2

Community Development Department ~ 21810 Copley Drive ~ Diamond Bar, CA 91765 ~ (909) 839-7030 ~ www.DiamondBarCA.gov

GENERAL REQUIREMENTS (Print or Type)

| | |
|-------------------|-------------------------------------------------------|
| Project Location: | Staff Use Only Case No. Concurrent Case No. |
| Applicant: | |
| Contact Person: | |

Address:

| | | |
|---------------|------|-----------------|
| Phone Number: | Fax: | E-Mail Address: |
|---------------|------|-----------------|

Additional Contact Person: (Please specify name, company, title)

Address:

| | | |
|---------------|------|-----------------|
| Phone Number: | Fax: | E-Mail Address: |
|---------------|------|-----------------|

Legal Property Owner:

Address:

| | | |
|---------------|------|-----------------|
| Phone Number: | Fax: | E-Mail Address: |
|---------------|------|-----------------|

Architect:

Address:

| | | |
|---------------|------|-----------------|
| Phone Number: | Fax: | E-Mail Address: |
|---------------|------|-----------------|

Engineer:

Address:

| | | |
|---------------|------|-----------------|
| Phone Number: | Fax: | E-Mail Address: |
|---------------|------|-----------------|

Landscape Architect:

Address:

| | | |
|---------------|------|-----------------|
| Phone Number: | Fax: | E-Mail Address: |
|---------------|------|-----------------|



CONDITIONAL USE PERMIT AND MINOR CONDITIONAL USE PERMIT BURDEN OF PROOF

In addition to the information required in the application, the applicant shall substantiate to the satisfaction of the Planning Division/Planning Commission the following facts: *(Answers must be detailed and complete. Attach additional sheets of paper if necessary. Yes or No answers are not acceptable).*

- A. The proposed use is allowed within the subject zoning district with the approval of a Conditional Use Permit and complies with all other applicable provisions of this Development Code and the Municipal Code.

- B. The proposed use is consistent with the General Plan and any applicable specific plan.

- C. The design, location, size, and operating characteristics of the proposed use are compatible with the existing and future land uses in the vicinity.

- D. The subject site is physically suitable for the type and density/intensity of use being proposed including access, provision of utilities, compatibility with adjoining land uses, and the absence of physical constraints.

- E. Granting the Conditional Use Permit will not be detrimental to the public interest, health, safety, convenience, or welfare, or injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located.

- F. The proposed project has been reviewed in compliance with the provisions of the California Environmental Quality Act (CEQA).



| | |
|--------------------|------------------------------------------|
| Project Name: | Staff Use Only Case No. |
| Location: | |
| Legal Description: | |
| General Plan: | |

| | |
|--------------|------------|
| Gross Acres: | Net Acres: |
|--------------|------------|

Floor Area Distribution by Proposed Use (Based on Net Area)

Parking (Calculate Each Use Within Building Separately)

ComDev/Handout Applications/Final Applications/Dev Summary Tables—Updated 1/23/2018



Planning Division Development Summary Table Residential Project

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| | |
|---------------|------------------------------------|
| Project Name: | Staff Use Only Case No. |
|---------------|------------------------------------|

| |
|-----------|
| Location: |
|-----------|

| |
|------------------------|
| Assessor's Parcel No.: |
|------------------------|

| | |
|---------------|---------|
| General Plan: | Zoning: |
|---------------|---------|

Project Area

| | |
|--------------|-----------|
| Gross Acres: | Pad Area: |
|--------------|-----------|

| Dwelling Units | Number | Density |
|--------------------------------------------------|--------|---------|
| Single-Family Detached | | |
| Multi-Family, Condos or other Attached Dwelling: | | |
| Studio | | |
| One Bedroom | | |
| Two Bedroom | | |
| Three Bedroom | | |
| Four Bedroom | | |
| Total: | | |

| Area Distribution | Acres/Sq. Ft. | % of Net Area |
|--------------------------------------|---------------|---------------|
| Lot Coverage | | |
| Landscape Coverage | | |
| Common Open Space | | |
| Private Open Space | | |
| Usable Open Space (Common + Private) | | |

| Parking | Parking Ratio | # of Units | Spaces Req'd | Spaces Provided |
|----------------------------------------------------------------------------------|-----------------------------------------------------------|------------|--------------|-----------------|
| Single-Family Detached * | 2.0/Unit | | | |
| Other Attached Dwelling Unit | | | | |
| Studio | 1/unit | | | |
| One or more Bedroom * | 2/unit plus 0.5 additional spaces for each bedroom over 2 | | | |
| Guest Parking * | 1/4 spaces | | | |
| * Additional guest parking may be required by the Community Development Director | | | | |
| Total: | | | | |



1. Provide an information sheet about the proposed business use.
2. Provide a site plan with each suite, identify the square footage of each space, and show all parking spaces.
3. Provide a detailed list of tenants as shown below.

[illegible]

The following list has been compiled as a service to Diamond Bar residents and businesses. These companies have asked to be added to a list. The information below is provided as a convenience only. The City does not endorse or recommend any of the consultants. Inclusion of a consultant on the list is not an assurance of the quality of services or work product, or of the reasonableness of the cost of services. The City bears no responsibility for the use to which this list is put by any person, or for the work or services performed pursuant to private contractual relationships. This list is not a substitute for conducting your own investigation into the qualifications of the listed consultants.

MAP SERVICES

Catherine McDermott
Ownership Listing Services
P.O. Box 890684
Temecula, CA 92589-0684
(951) 699-8064

Susan W. Case, Inc.
917 Glenneyre St. #7
Laguna Beach, CA 92651
(949) 494-6105
susancaseinc@yahoo.com

Kimberly Wendell
Radius Map & Listing Services
P.O. Box 264
Los Alamitos, CA 90720
(562) 431-9634

Carlos Rojas
Radius Maps & Ownership
Listings
(818) 674-9980

Stanley Szeto
Radius Maps
879 W Ashiya Road
Montebello, CA 90640
(626) 512-5050

City Radius Maps
300 East Bonita #3641
San Dimas, CA 91773
(818) 850-3382

DataPro Mapping
www.datapromapping.com
datapromapping@gmail.com
(800) 568-7104

Dana Molino
Atlas Radius Maps
PO Box 18612
Anaheim CA 92817
Cell: 714-906-3168
atlasradmaps@gmail.com
www.atlasradiusmaps.com

Robert Castro
L.A. Mapping Service
781 Pinefalls Avenue
Walnut, CA 91789
Office: (909) 595-0903
Cell: (626) 280-8382

PUBLIC HEARING SIGNS

Sam Lee
Speedy Signs & Neon
943 Fairway Drive
Walnut, CA 91789
(909) 869-8584
(909) 869-8575

EZ Mapping Services
P.O. Box 661464
Arcadia, CA 91006
(626) 241-5151
ezmapping@yahoo.com

Ed Jamison
Impact Signs
3503 Temple Ave. # E
Pomona, CA 91768
(626) 913-1104
(909) 598-9111

Robert Castro
L.A. Mapping Service
781 Pinefalls Avenue
Walnut, CA 91789
Office: (909) 595-0903
Cell: (626) 280-8382

NotificationMaps.com
668 North Coast Hwy #401
Laguna Beach, CA 92651
(866) 752-6266



Planning Division
Certified Property Owner's List Affidavit

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Case No. _____

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF DIAMOND BAR

I, _____, declare under penalty of perjury, pursuant to Section 2015.5 of the Code of Civil Procedure, that the attached list contains the names and addresses of all persons who are shown on the latest available assessment roll of the County of Los Angeles as owners of the subject property and as owning within a distance of five hundred (500), seven hundred (700), or one thousand (1,000) feet from the exterior boundaries of property legally described as:

Executed at _____ California,
this _____ day of _____, 20____

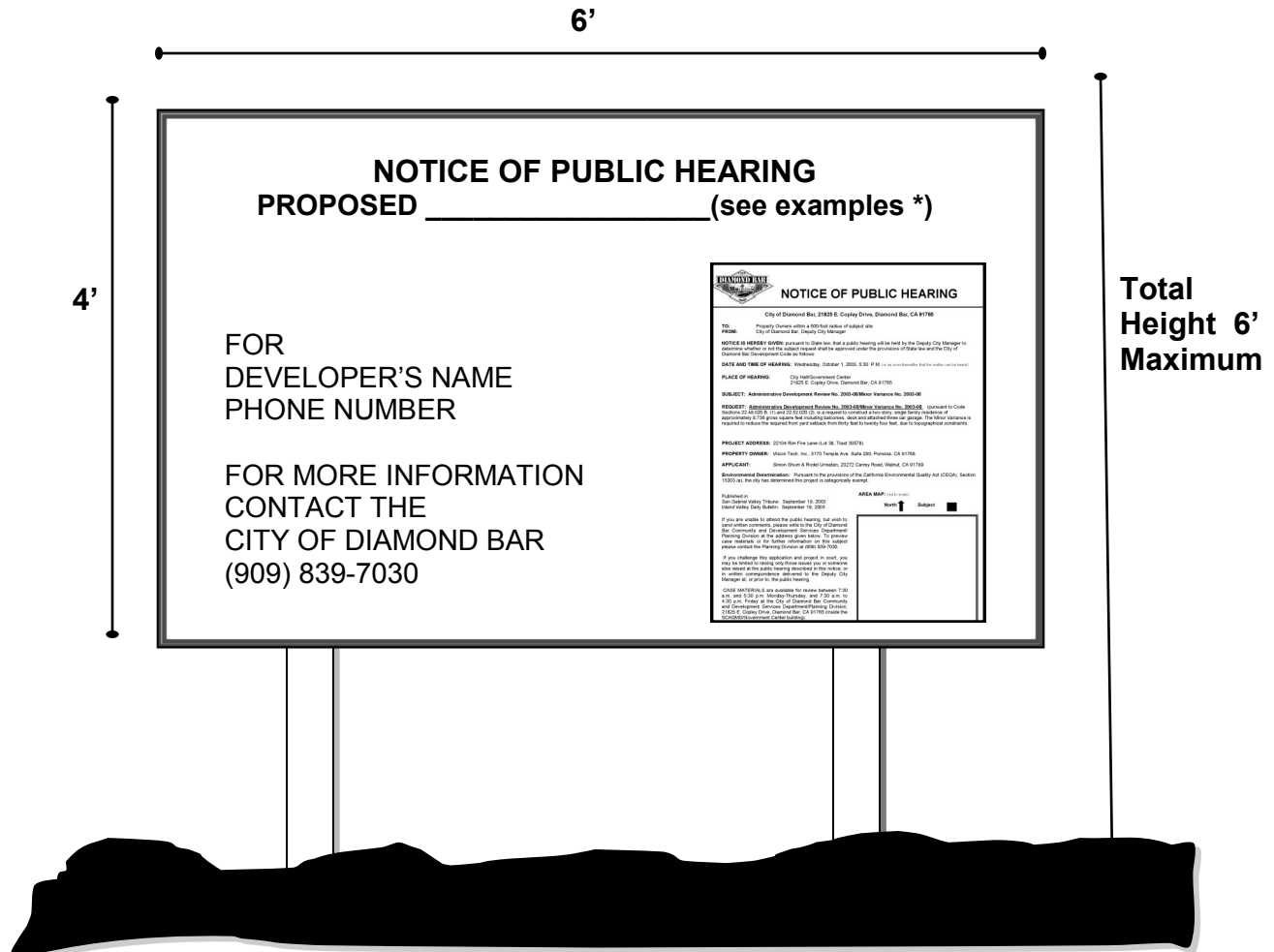
Signature

Print Name



Planning Division On-Site Display Board Guidelines

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* **Examples of Proposed Uses, etc.:** New Single Family Residence, Remodel/Addition Single Family Residence, New Commercial Building, Remodel/Addition to Commercial Building, New Commercial Use, etc.

A detailed (Notice of Public Hearing) at least (11"x 17") as shown above shall be placed on the board. You may use a copy of the (Notice of Public Hearing) that is mailed to the surrounding property owners.

Font size and lettering shall be proportionate with the size of the sign. The Notice of Public Hearing shall be in a waterproof enclosure, such as plastic laminate sheets.

At least ten (10) days prior to the public hearing, this sign shall be posted at the project site and photographs of the posted sign shall be delivered to the Planning Division. The pictures will be retained in the file.

Applicant's Signature

Date